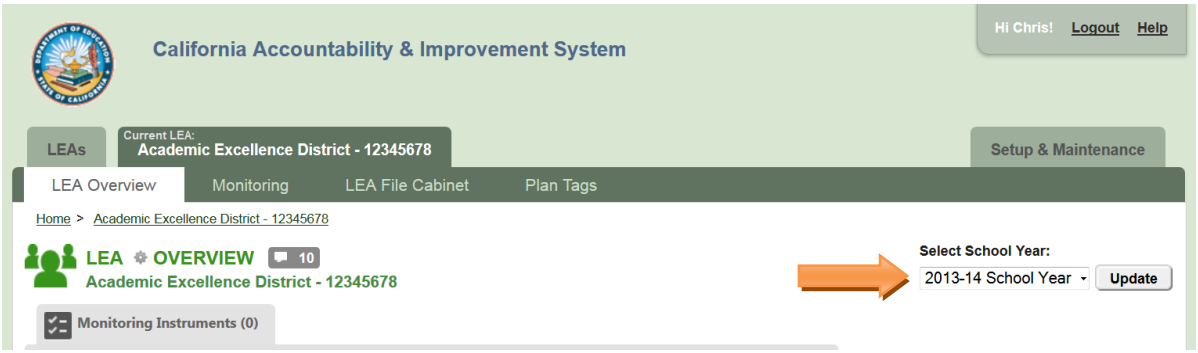
Submitting LEA Cohorts 1–5 of Program Improvement (PI) Year 3 End-of-Year Evidence of Progress (for 2013–14) in the California Accountability and Improvement System

Accessing the California Accountability and Improvement System (CAIS)

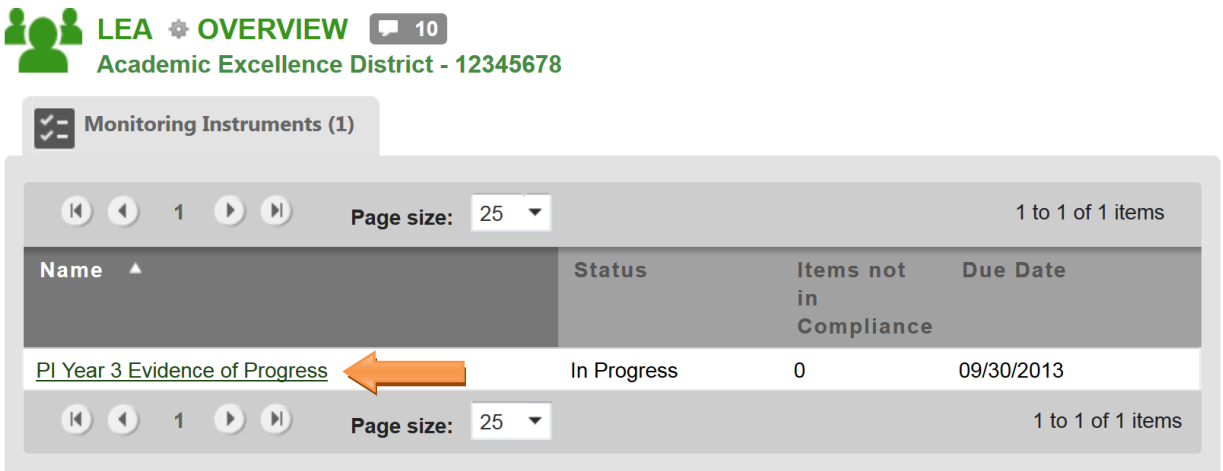
Access the CAIS Web site at http://www.cais.ca.gov. Enter your e-mail address and password to login. If you have forgotten your password, use the Password Reset link on the Logon screen to have instructions e-mailed to you. If you do not have an account, e-mail Alejandro Hernandez, Education Programs Consultant, District Innovation and Improvement Office at ahernandez@cde.ca.gov.

Step-by-step instructions

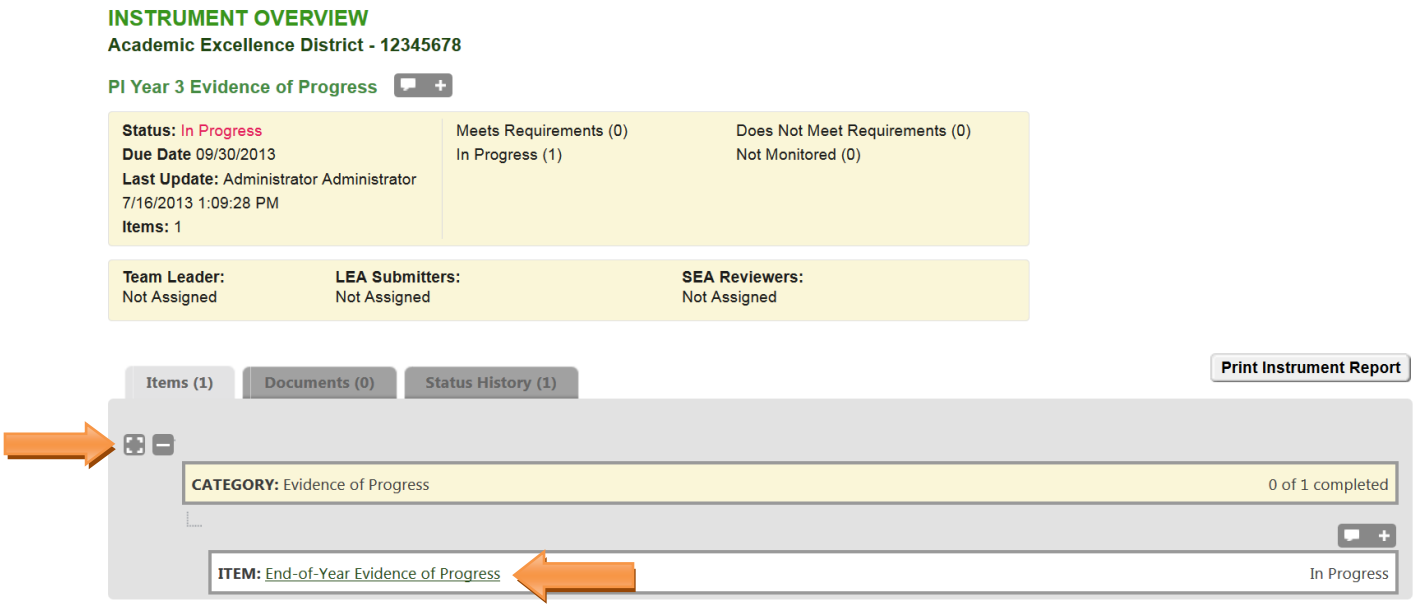
1. On the home page, change the School Year to 2013–14 and select **Update**.



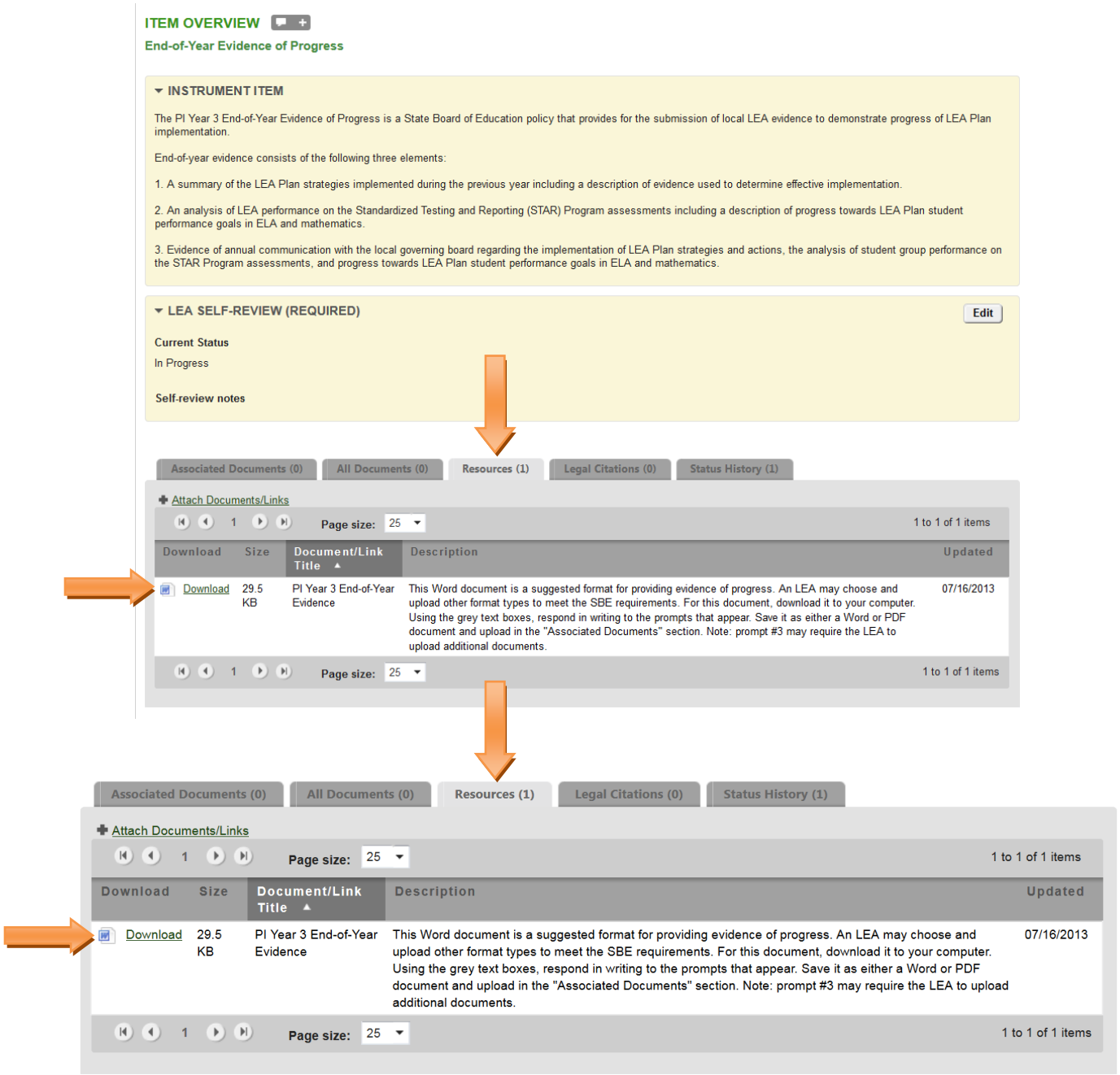
2. Select the **PI Year 3 Evidence of Progress** link in the Monitoring Instruments box.



3. On the PI Year 3 Evidence of Progress overview screen, select the **Expand Outline** button to view the items. Select, **End-of-Year Evidence of Progress**, in the expanded outline.

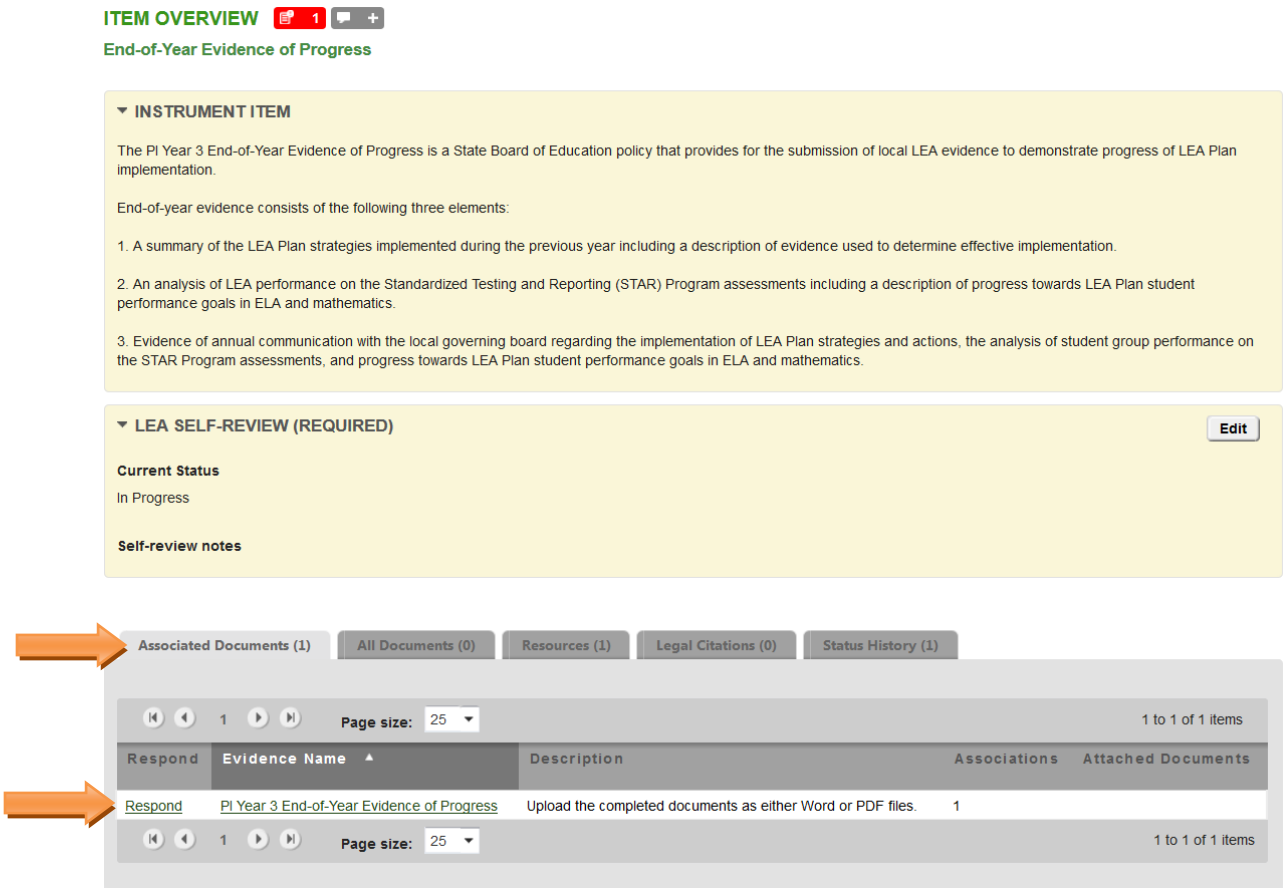


4. On the next screen, scroll to the bottom in the **Resources** section to download the Word file titled “PI Year 3 End-of-Year Evidence.”

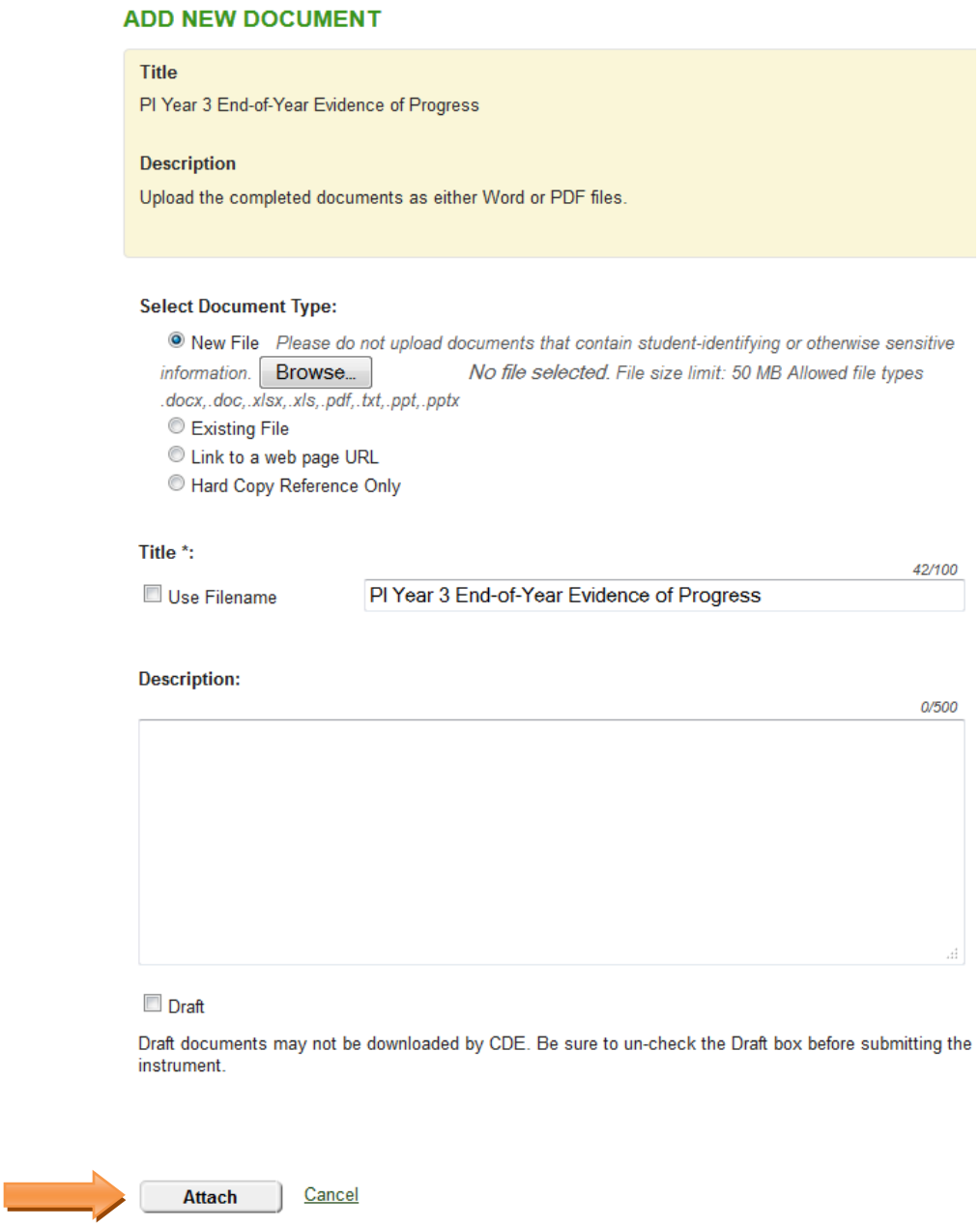


5. This Word file is a suggested format for providing local evidence. In order to use this file, download and save it to your computer. Then complete the prompts that appear in the Word document and save it as either a Word or PDF file. If your local educational agency (LEA) currently uses a different format for providing evidence, save the document(s) as “PI Year 3 End-of-Year Evidence.”

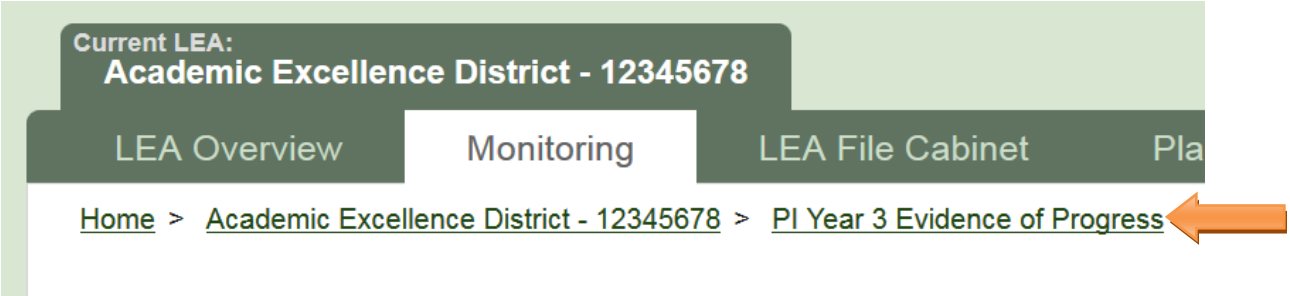
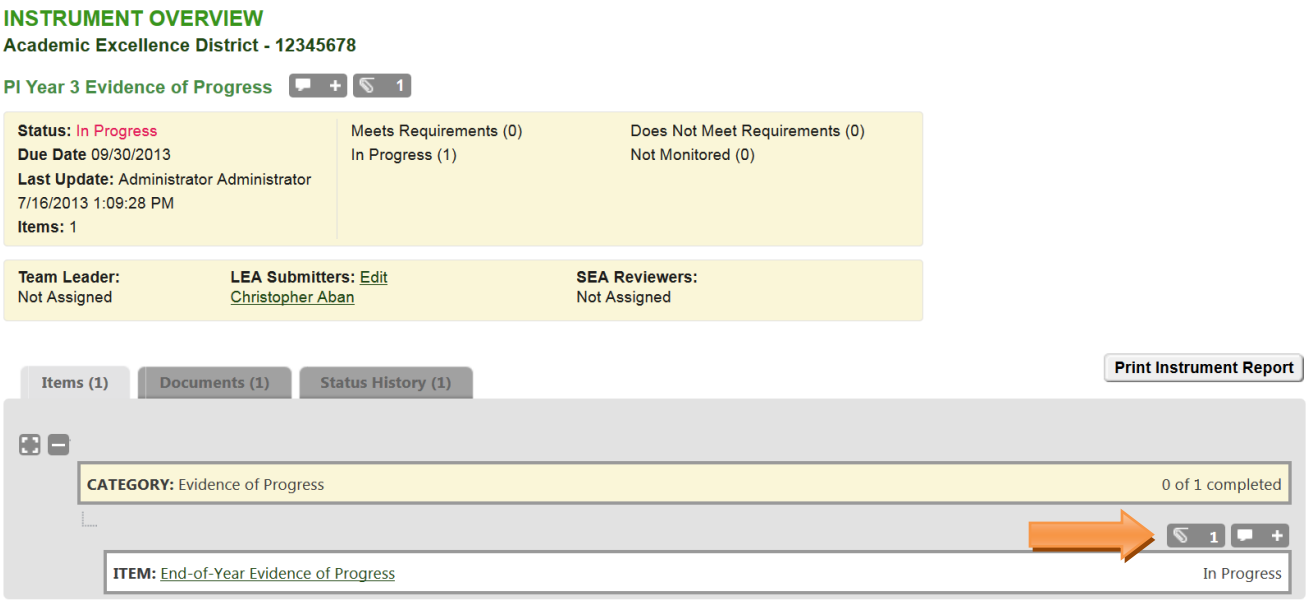
6. On the same page from which you downloaded the resource file, select the "Respond" button under the **Associated Documents** section.



7. Select the **Browse** or **Choose File** button to locate and attach the saved file. Once selected, select the **Attach** button at the bottom of the Add New Document screen.



8. Select the **PI Year 3 Evidence of Progress** link to return to the Instrument Overview screen.



9. Once you are back at the Instrument Overview screen, the number of documents that have been uploaded for the **End-of-Year Evidence of Progress** item will be displayed next to the paperclip.